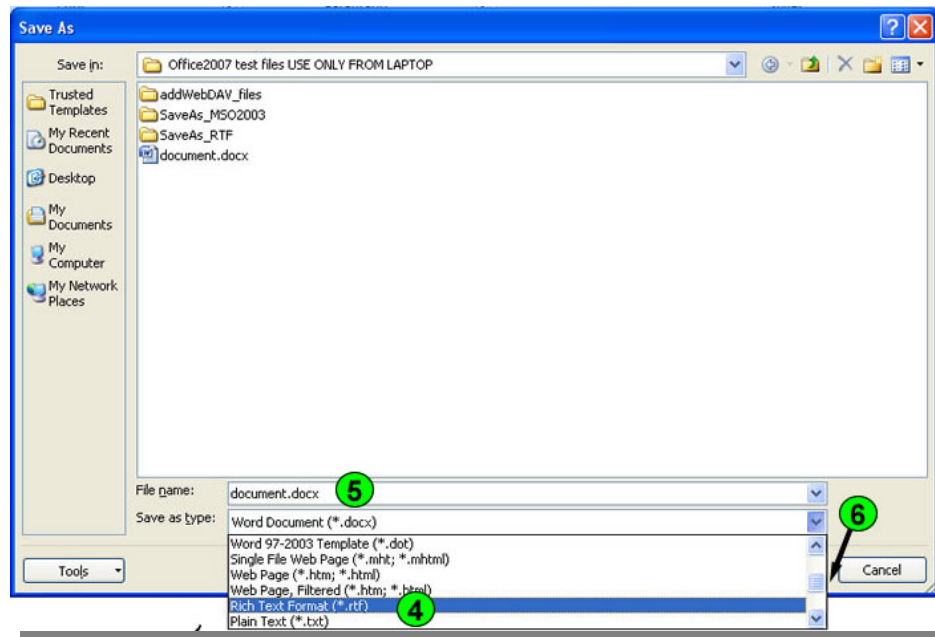
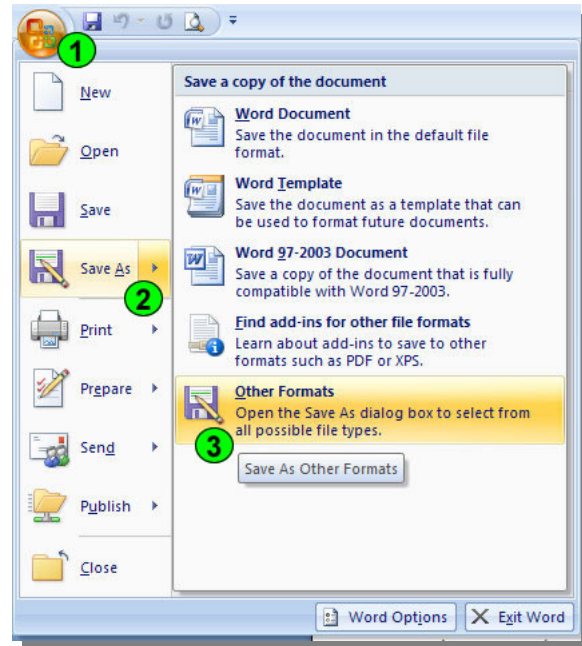


Save Word 2007 file as RTF (Rich Text Format)

1. Click the **Microsoft Office Button**
2. Click **Save As**
3. Select **Other Formats** in the *Save as* type list.



4. In the *Save as type dropdown menu* select **Rich Text Format (*.rtf)**
5. In the *File name box*, **type a name** for the document.
6. Click **Save**.

7. The *Compatibility Checker* will inform you of any Office 2007 formatting options used in the document that are not supported by earlier versions of Word.

8. Click **Continue**.

